

**M e m o r a n d u m**

Date: June 22, 2010

To: Office of the Commissioner

Attention: Commissioner J. A. Farrow

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the Office of the Commissioner is currently working on their 2009 Property Inspection. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate; your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on April 19 – 21, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 101 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 40 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	41	40.59%	15.83	16
<b>Telecommunications</b>	37	36.63%	14.29	15
<b>Fleet</b>	18	17.82%	6.95	7
<b>Weapons</b>	5	4.95%	1.93	2
<b>Total</b>	101			40

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 22 of the 40 items were located. Fourteen items were transferred out of the command. Four items are missing; however, in accordance with departmental policy two of the four missing items had been previously identified as missing and were placed back onto the command's inventory records by the OPI in 2009. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 13 of the 14 items reconciled. One item was located but listed on another command's inventory record, however, a CHP 266 – Credit Memo equipment form was provided for the transfer. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections by September 22, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Office of the Commissioner

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June 22, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in cursive script, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIQ, CLEA  
Deputy Commissioner

Attachments

cc: Fiscal Management Section  
Telecommunications Section  
Office of the Academy  
Office of Inspections, Audits Unit

# ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Office of the Commissioner - 001  
April 19 - 21, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
VIDEO CASSETTE RECORDERHRJ640 001D7012	106187				X		Item transferred, CHP 266 attached.
PRINTER	129850				X		Item transferred, CHP 266 attached.
PRINTER LASERJET	149823				X		Item transferred, CHP 266 attached.
PRINTER	151672				X		Item transferred, CHP 266 attached.
COMPUTER	164608				X		Item transferred, CHP 266 attached.
RECORDER TAPE MICROCASSETTE	75446				X		Item transferred, CHP 266 attached.
TAPE RECORDER	95574				X		Item transferred, CHP 266 attached. Item located on-site. Database lists item at 006/Office of Investigations, CHP 266 prepared during inspection.
COMPUTER	154132		X				
Cellular Telephone	R100535	X					Item missing, memorandum dated 12/19/08 attached.
Pager	R34709	X					Item missing. Item added back to command inventory in 2009.
Scanner	R36449	X					Item missing. Item added back to command inventory in 2009.
Mobile Radio	R41594				X		Item transferred, CHP 57 attached.
Mobile Radio	R43710				X		Item transferred, CHP 57 attached.

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Office of the Commissioner - 001  
April 19 - 21, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Mobile Repeater	R46206				X		Item transferred, CHP 57 attached.
Hand-Held Radio	R65586				X		Item transferred, CHP 266 attached.
Control Head - Mobile	R77872				X		Item transferred, CHP 57 attached.
Scanner	R80737				X		Item transferred, CHP 57 attached.
Battery Charger - Radio	R87499	X					Item missing.
Weapon					X		Item purchased by retired employee, memorandum attached.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL**  
**2010 ICU PROPERTY RECORD INSPECTION REPORT**  
**Office of the Commissioner - 001**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1	106187 VIDEO CASSETTE RECORDER	HRJ640 001D7012	142E0838				X	Item transferred, CHP 266 attached.
2	126841 FAX MACHINE		UZS09651	X				
3	127503 PRINTER LASERJET 4050N		USBF027580	X				
4	129850 PRINTER		CNBX405264				X	Item transferred, CHP 266 attached.
5	139291 LAPTOP		0035500281	X				
6	142856 LASER FAX MACHINE		U60283M5J405730	X				
7	149823 PRINTER LASERJET		CNRXG60077				X	Item transferred, CHP 266 attached.
8	150233 PROJECTOR		ANEV726R1143	X				
9	150664 MICROCASSETTE TRANSCRIBER		WN7DB002553	X				
10	151672 PRINTER		CNRXJ90360				X	Item transferred, CHP 266 attached.
11	157280 LAPTOP		0040537205	X				
12	164608 COMPUTER		MXL8330JLT				X	Item transferred, CHP 266 attached.
13	165575 COMPUTER		MXL83907MS	X				
14	75446 RECORDER TAPE MICROCASSETTE		782276				X	Item transferred, CHP 266 attached.
15	95574 TAPE RECORDER		235155				X	Item transferred, CHP 266 attached.
16	AF01268 PRINTER DESKET 950C		MY0451F1D1	X				
<b>EQUIPMENT TO INVENTORY LIST</b>								
1	139351 LAPTOP		0035500213	X				
2	139991 COMPUTER		2UB5410JXL	X				
3	164618 COMPUTER		MXL8330JDL	X				
4	166139 PRINTER		98111R3	X				

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION



**CALIFORNIA HIGHWAY PATROL  
2010 ICU PROPERTY RECORD INSPECTION REPORT  
Office of the Commissioner - 001**

ATTACHMENT B

ASSET #		DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)									
5	154132	COMPUTER						X	Item located on-site. Database lists item at 006/Office of Investigations, CHP 266 prepared during inspection.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL**  
**2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Office of the Commissioner - 001**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>										
1	R100535	Cellular Telephone		07616700207		X				Item missing, memorandum dated 12/19/08 attached.
2	R100541	Cellular Telephone		07603806865		X				
3	R100545	Cellular Telephone		07616699414		X				
4	R34709	Pager	DC 621	238AGC0592		X				Item missing. Item added back to command inventory in 2009.
5	R36449	Scanner		272A41356		X				Item missing. Item added back to command inventory in 2009.
6	R41594	Mobile Radio	D1532	9540363				X		Item tranferred, CHP 57 attached.
7	R43643	Mobile Radio	1247954			X				
8	R43710	Mobile Radio	958795	D1384	9542213			X		Item tranferred, CHP 57 attached.
9	R46206	Mobile Repeater	1239768		7733173-18			X		Item tranferred, CHP 57 attached.
10	R46280	Mobile Repeater	3QPD679	6AOF593	7727285	X				
11	R55945	Scanner	3QPD679	6AOF593	55002808	X				
12	R65586	Hand-Held Radio	09457-RET	S70	402AWY7219			X		Item tranferred, CHP 266 attached.
13	R77872	Control Head - Mobile	1239768					X		Item tranferred, CHP 57 attached.
14	R80737	Scanner	1239768					X		Item tranferred, CHP 57 attached.
15	R87499	Battery Charger - Radio				X				Item missing.
<b>INVENTORY LIST TO EQUIPMENT</b>										
1	R43026	Mobile Radio	3QPD679	6AOF593	9541560	X				
2	R44756	Mobile Repeater	1247954		7553421	X				
3	R57115	Control Head - Mobile	1247954			X				
4	R61129	Hand-Held Radio	16596	MM 10-002	402AWUG190	X				
5	R90425	Hand-Held Radio	09486		355CEC0580	X				
6	R93980	Scanner	1247954		320Z44002975	X				

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT D

Active Equipment Inventory by Station Location  
(PAR: EQUIP INVENT BY STATION)  
03/24/2010

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
001	1247954 Y	1247954	POOL	2007	DOD	CHARGER	001
001	3QPD679 Y	6A0F593	COMMISSIONER VEHICLES	2007	DOD	CHARGER	001
001	3QPE047 Y	6A2L732	COMMISSIONER VEHICLES	2007	DOD	CHARGER	001
001	C2120E Y	1051487	POOL	2000	GMC	MINIVAN	001
001	C2765E	1183657	POOL	2005	DOD	VAN	001
001	C2974E	1223847	POOL	2007	FOR	VAN	001
001	C3034E	1283549	POOL	2007	FOR	VAN	001
001	D1452	1103979	POOL	2001	FOR	TAURUS	001
001	D1473	1104000 Y	POOL	2001	FOR	TAURUS	001
001	D1475 Y	1104002	POOL	2001	FOR	TAURUS	001
001	D1550 Y	1111818	POOL	2002	FOR	TAURUS	001
001	D1620	1183615	POOL	2005	DOD	STRATUS	001
001	D1625	1183623	POOL	2005	DOD	STRATUS	001
001	D1655	1223810	POOL	2007	CHR	SEBRING 4 CYL	001
001	D1666	1223799	AGENCY VEHICLES	2007	HON	ACCORD	001
001	D1678	1283568	POOL	2008	CHE	IMPALA	001

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMANDERS SIGNATURE : \_\_\_\_\_

# ATTACHMENT E

Department of California Highway Patrol  
Complete Area Inventory  
001 - Commissioner

March 23, 2010

Officer Issued Weapons

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Issued to officer:

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Purchased by Retired  
Employee

Issued to officer:

Officer Issued Weapons Total:

Area Grand Total:

# SUPPORTING DOCUMENTATION



☐ Return ☐ Repair ☒ Transfer  
☐ Loan, return by:

A71310

☐ Return   ☐ Repair   ☒ Transfer  
☐ Loan, return by \_\_\_\_\_

CHP 266 (Rev 10-07) OPI 078

EQUIPMENT		MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.	

[illegible]

RECEIVED BY SIGNATURE: \_\_\_\_\_

PRINTED NAME

DATE \_\_\_\_\_

**AUTHORIZED**

## Destroy Previous Editions

001

041wv

149823

DATE \_\_\_\_\_

12/16/2004

NUMBER BOXES/PIECES IN THIS SHIPMENT	1
--------------------------------------	---

5

DRIVER'S SIGNATURE

DRIVER'S SIGNATURE

[illegible]

AUTHORIZED BY

**Destroy Previous Editions**

☐ Return   ☐ Repair   ☒ Transfer  
☐ Loan, return by: \_\_\_\_\_

**EQUIPMENT**  
**MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.**

[illegible]

RECEIVED BY (SIGNATURE)

PRINTED BY ME

DATE	
------	--

**AUTHORIZED BY**



☐ Return   ☐ Repair   ☐ Transfer  
☐ Loan, return by: \_\_\_\_\_

**Item Number**

**Look up by**

☒ **Tag #**   ☐ **Serial #**

Look up

**Asset Information**

**Asset #** 154132

**SN** MXL7330FCX

**Model #** DC5700S

**Description** COMPUTER

**Vendor Name** WESTERN BLUE

**Warranty End** 29-AUG-2010

**Asset Key** COMPUTER.DC5700S.NONE

**Location** 006.00.00.0

**Vehicle #**

**Assigned to Vehicle LC#**

4/19/2010      Located in 001

**M e m o r a n d u m**

Date: December 19, 2008

To: Office of the Commissioner

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Commissioner

File No.: 1. [REDACTED] lkbry

Subject: REPLACEMENT BLACKBERRY

On November 12, 2008, I misplaced my state assigned Blackberry (#R100535) and immediately notified my chain of command. I immediately followed up with notification to Information Management Division (IMD). I was advised their personnel immediately deactivated service and performed a "wipe" command to delete all information contained therein. I requested a replacement and received it (#R100555) that same day. I reimbursed the Department with personal check #231, in the amount of \$68.00. A photocopy of the check, the original receipt, and all related documentation is attached.

I hereby request that Blackberry (#R100535) be removed from 001 Inventory.

[REDACTED]

OFFICE OF THE COMMISSIONER

APPROVED BY: [Signature]

DATE: 12/19/08

*Safety, Service, and Security*



CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER  
(PAR:CHP 57)

VEHICLE NR: [REDACTED]  
YEAR: [REDACTED] LICENSE NR: [REDACTED]  
MAKE: [REDACTED] REPLACES VEHICLE: [REDACTED]  
MODEL: [REDACTED] VIN: [REDACTED]  
CLASS CODE: [REDACTED] DATE PLACED IN SERVICE: 11/22/2004  
DEALER STOCK NR: [REDACTED] FUEL CARD #: 35433

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	R-42264 - <i>Replaced By R41594 J.L.S. 3/29/10</i>
A RADIO CONTROL HEAD	R-78758
A REPEATER	R-47489
A SCANNER	R-50482
ANTENNA - UNDERCOVER	
ANTENNA SWITCHING BO	
CABLE - MAIN RADIO	
FIRE EXTINGUISHER BR	
FIRST AID KIT	
FLASHLIGHT CHARGER	
HEADLINER MICHROPHON	
MAG MOUNT REPEATER A	
MAXI -FUSE HOLDER	
SIREN	
SUCTION CUP RED LIGH	
TINTED WINDOWS	
UNDERCOVER LICENSE P	
WIG WAG FLASHER	

COMMENTS:

UNDERCOVER - ADDITIONAL FOR 083  
5-13-05 STATION LOCATION CHANGE ONLY PER RE-ORG. 083 TO 006.  
10-6-05 STATION LOCATION CHANGE FROM 006 TO 004.

ASSIGNED TO LOCATION: 001 1006  
RECEIVED BY: Darren Law  
(Signature)

PRINT NAME: Darren Law  
ID NUMBER: A12217  
DATE: 8/1/08

ODOMETER: 65944  
TRANSFERED FROM LOCATION: 004  
DELIVERED BY: Darren Law  
(Signature)

PRINT NAME: Darren Law  
ID NUMBER: A12217  
DATE: 8/1/08

----- End of Report -----

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER  
(PAR:CHP 57)

YEAR: 2000		VEHICLE NR: D1384
MAKE: FOR	LICENSE NR: B950795	
MODEL: TAURUS	REPLACES VEHICLE:	
CLASS CODE: PL	VIN: 1FAPP5222YG108188	
DEALER STOCK NR:	DATE PLACED IN SERVICE: 05/10/2000	
	FUEL CARD #: 31919	

EQUIPMENT

ITEM:	DESCRIPTION:
-------	--------------

COMMENTS:  
HQ POOL CAR

129799 mi

ASSIGNED TO LOCATION: 001

RECEIVED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

ODOMETER: 128500

TRANSFERRED FROM LOCATION: DCI

DELIVERED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

----- End of Report -----

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER  
(PAR:CHP 57)

10

VEHICLE NR: 1239768	
YEAR: 2006	LICENSE NR: 1239768
MAKE: FOR	REPLACES VEHICLE:
MODEL: CRNVIC	VIN: 2FAHF71M96X141112
CLASS CODE: ES	DATE PLACED IN SERVICE: 11/15/2006
DEALER STOCK NR: FL8406	FUEL CARD #: 547578

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	R-43087
A RADIO CONTROL HEAD	R-77872
A REPEATER	R-66206 CORRECTED 9-17-07 JM
A SCANNER	R-80737
ANTENNA - COMPUTER -	
BASE LOAD ANTENNA	
CABLE - MAIN RADIO	
CABLE - COMPUTER DAT	
CONSOLE	
DECALS	
DOCKING STATION	
DUAL GUN LOCKS	
EXEMPT LICENSE PLATE	
EXTERNAL JUMPER PLUG	
FIRST AID KIT	
MAPLIGHT	
PRISONER RESTRAINT E	
PUSH BUMPER	
RADIO/SIREN INTERFAC	
REAR MAPLIGHT	
REPEATER ANTENNA	
SIREN	
SPOTLIGHT LEFT CLEA	
SPOTLIGHT RIGHT CLE	
STALKER RADAR WIRING	
VISION ROOFLIGHT	
WIG WAG FLASHER	

COMMENTS:  
ROTATE 1189629 TO FIELD OFFICE.

ASSIGNED TO LOCATION: 001/1074

RECEIVED BY: John M.  
(Signature)

PRINT NAME: James Schluen

ID NUMBER: A1964

DATE: 11/19/09

ODOMETER: 10135

TRANSFERRED FROM LOCATION: 001/060

DELIVERED BY: Chad Spivey  
(Signature)

PRINT NAME: Chad Spivey

ID NUMBER: 409772

DATE: 11-19-09

----- End of Report -----

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**CREDIT MEMO - EQUIPMENT**  
CHP 266 (Rev 10-07) OPI 076

☐ Return ☐ Repair ☒ Transfer  
☐ Loan, return by: \_\_\_\_\_

FROM (COMMAND NAME)

ASSISTANT COMMISSIONER, FIELD

TO (COMMAND NAME)

BORDER DIVISION

SHIPPED VIA

☐ SSU truck ☒ Other (specify): **HAND DELIVERY**

LOCATION CODE

001

LOCATION CODE

601

DATE RECEIVED BY

OFFICER J. JAVIER #15456

NUMBER BOXES/PIECES IN THIS SHIPMENT

1

DRIVER'S SIGNATURE

DATE

04/01/2010

**EQUIPMENT**

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

CHP NUMBER (Ind. X, AF, SF, R #'s)	SERIAL NUMBER	UNIT	DESCRIPTION	CHECK IF DEFECTIVE	HQ USE ONLY STOCK/SURVEY
---------------------------------------	---------------	------	-------------	-----------------------	-----------------------------

865586

402AWY7219Z

1

MOTOROLA IIT 1000

Note: Extender turned-in by  
Deputy Commissioner R.D. Carter #9457

RECEIVED BY SIGNATURE

PRINTED NAME

J. Javier

DATE

04/01/2010

AUTHORIZED BY

Destroy Previous Editions

**M e m o r a n d u m**

Date: December 22, 2009

To: Office of the Commissioner

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Commissioner

File No.: 001,9457

Subject: FIREARM PURCHASE

Per Section 10334(b) of the California Public Contract Code, the purpose of this memorandum is to officially request to purchase my state issued firearm, [REDACTED] upon my retirement on December 31, 2009. I understand the cost of the firearm shall be the fair market value as listed in the annual Blue Book of Gun Values or replacement cost, whichever is less.



R. D. CARTER  
Deputy Commissioner

*Safety, Service, and Security*

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**HEADQUARTERS ROUTE SLIP**  
 CHP 58 (Rev. 8-08) OPI 076

SUSPENSE DATE

TO:	INITIAL &	TO:	INITIAL &
<input type="checkbox"/> 001 COMMISSIONER		<input type="checkbox"/> 070 ADMINISTRATIVE SRVCS. DIV.	
<input type="checkbox"/> 001 DEPUTY COMMISSIONER		<input type="checkbox"/> 071 Fiscal Management	
<input type="checkbox"/> 001 Lieutenant		<input type="checkbox"/> 071 - Accounts Payable	
<input type="checkbox"/> 001 Administrative Assistant		<input type="checkbox"/> 071 - Accts. Receivable/Cashier	
<input type="checkbox"/> 001 Special Counsel		<input type="checkbox"/> 071 - Budget Development	
<input type="checkbox"/> 007 Employee Relations		<input type="checkbox"/> 071 - Inventory Control	
<input type="checkbox"/> 008 Legal Affairs		<input type="checkbox"/> 071 - Travel	
<input type="checkbox"/> 008 - Legal Files		<input type="checkbox"/> 074 Fleet Operations	
<input type="checkbox"/> 008 - Case Management		<input type="checkbox"/> 075 Fleet Operations - Torrance	
<input type="checkbox"/> 012 Special Representative		<input type="checkbox"/> 076 Business Services	
<input type="checkbox"/> 002 ASST. COMM., FIELD		<input type="checkbox"/> 076A - Automated Business Sol.	
<input type="checkbox"/> 002 Executive Assistant		<input type="checkbox"/> 076C - Cabinet Shop	
<input type="checkbox"/> 002 Lieutenant		<input type="checkbox"/> 076A - Contract Services	
<input type="checkbox"/> 018 Air Operations		<input type="checkbox"/> 076M - Mail Services	
<input type="checkbox"/> 080 STATE SECURITY DIV.		<input type="checkbox"/> 076A - Personnel Files	
<input type="checkbox"/> 081 State Terr. & Threat Asses. Center		<input type="checkbox"/> 076A - Publications	
<input type="checkbox"/> 082 Emergency Operations		<input type="checkbox"/> 076A - Purchasing Services	
<input type="checkbox"/> 003 ASST. COMM., STAFF		<input type="checkbox"/> 076D - Reproduction	
<input type="checkbox"/> 003 Executive Assistant		<input type="checkbox"/> 076W - Supply Services	
<input type="checkbox"/> 003 Lieutenant		<input type="checkbox"/> 078 Facilities	
<input type="checkbox"/> 003 Administrative Assistant		<input type="checkbox"/> 004 ASST. COMM., EDRSHP./COMM.	
<input type="checkbox"/> 030 PERSONNEL MGMT. DIV.		<input type="checkbox"/> 004 Executive Assistant	
<input type="checkbox"/> 030 - Employee Assistance		<input type="checkbox"/> 004 Administrative Assistant	
<input type="checkbox"/> 037 Personnel Services		<input type="checkbox"/> 013 Media Relations	
<input type="checkbox"/> 037 - Employee Benefits		<input type="checkbox"/> 014 Organizational Development	
<input type="checkbox"/> 037 - Transactions		<input type="checkbox"/> 015 Community Outreach & Recruitment	
<input type="checkbox"/> 038 Selection Standards & Exams		<input checked="" type="checkbox"/> 091 Academy	
<input type="checkbox"/> 040 INFORMATION MGMT. DIV.		<input type="checkbox"/> 093 Academy - South	
<input type="checkbox"/> 040 - Computer Crimes Invest.		<input type="checkbox"/> 005 ASST. COMM., INSP. GENERAL	
<input type="checkbox"/> 041 Information Technology		<input type="checkbox"/> 005 Executive Assistant	
<input type="checkbox"/> 042 Support Services		<input type="checkbox"/> 005 Administrative Assistant	
<input type="checkbox"/> 042 - FARS		<input type="checkbox"/> 005 Information Security Officer	
<input type="checkbox"/> 047 Telecommunications		<input type="checkbox"/> 006 Investigations	
<input type="checkbox"/> 048 Communications Centers Support		<input type="checkbox"/> 008 - Internal Affairs	
<input type="checkbox"/> 050 PLANNING & ANALYSIS DIV.		<input type="checkbox"/> 006 - Workers' Comp. Fraud Invest.	
<input type="checkbox"/> 051 Research and Planning		<input type="checkbox"/> 009 Risk Management	
<input type="checkbox"/> 052 Special Projects		<input type="checkbox"/> 009 - Risk Management	
<input type="checkbox"/> 052 - Grants Management		<input type="checkbox"/> 009 - Disability & Retirement	
<input type="checkbox"/> 052 - Library/Central Files		<input type="checkbox"/> 009 - Occupational Safety	
<input type="checkbox"/> 080 ENFORCEMENT SRVCS. DIV.		<input type="checkbox"/> 010 Inspections	
<input type="checkbox"/> 062 Commercial Vehicle		<input type="checkbox"/> 011 Equal Employment Opportunity	
<input type="checkbox"/> 065 Field Support			

ATTN: WEAPONS CONTROL UNIT DATE 12/29/09

FROM: Office of the Commissioner - 001

☐ Return to \_\_\_\_\_ By (date) \_\_\_\_\_  
☐ For Commissioner's signature ☐ Provide reports/study to Library